

# OSHA Recordkeeping Advisor

## Help from DOL: The OSHA Recordkeeping Advisor

Helping Employers Understand When and How to Report and Record Work-Related Injuries and Illnesses

The **OSHA Recordkeeping Advisor** is an online tool that helps employers understand their responsibilities to report and record work-related injuries and illnesses under Occupational Safety and Health Administration (OSHA) regulations.

Specifically, the OSHA Recordkeeping Advisor helps employers quickly determine:

- Whether an injury or illness (or related event) is work-related;
- Whether an event or exposure at home or on travel is work-related;
- Whether an exception applies to the injury or illness;
- Whether a work-related injury or illness needs to be recorded; and
- Which provisions of the regulations apply when recording a work-related injury or illness.

To help employers make these determinations, the **OSHA Recordkeeping Advisor** relies on their responses to a series of pre-set questions. The system does not, however, store any information. It is written in plain language and may be particularly helpful to small businesses.

Recordkeeping is a critical part of an employer's safety and health efforts for several reasons. It can help identify problem areas needing to be addressed, leading to more effective safety and health programs and preventing work-related injuries and illnesses. It can also help increase employees' awareness and make them more likely to follow safe work practices and report workplace hazards. Furthermore, OSHA relies on the data to accurately identify and focus on trends in injuries and illnesses or new workplace hazards.



The **OSHA Recordkeeping Advisor** is one of a series of **elaws** (Employment Laws Assistance for Workers and Small Businesses) Advisors developed by the U.S. Department of Labor (DOL) to help employers and employees understand federal employment laws and resources. To access it, visit the **elaws** Web site at [www.dol.gov/elaws](http://www.dol.gov/elaws). To learn more about DOL's efforts to protect the health and safety of America's workforce, visit [www.osha.gov](http://www.osha.gov).